



# AN AASIS TRAINING GUIDE

## Accounts Payable Basics Direct Invoicing

**BEST IF PRINTED IN  
SLIDE VIEW**

# Business Procedures for Paying a Direct Invoice

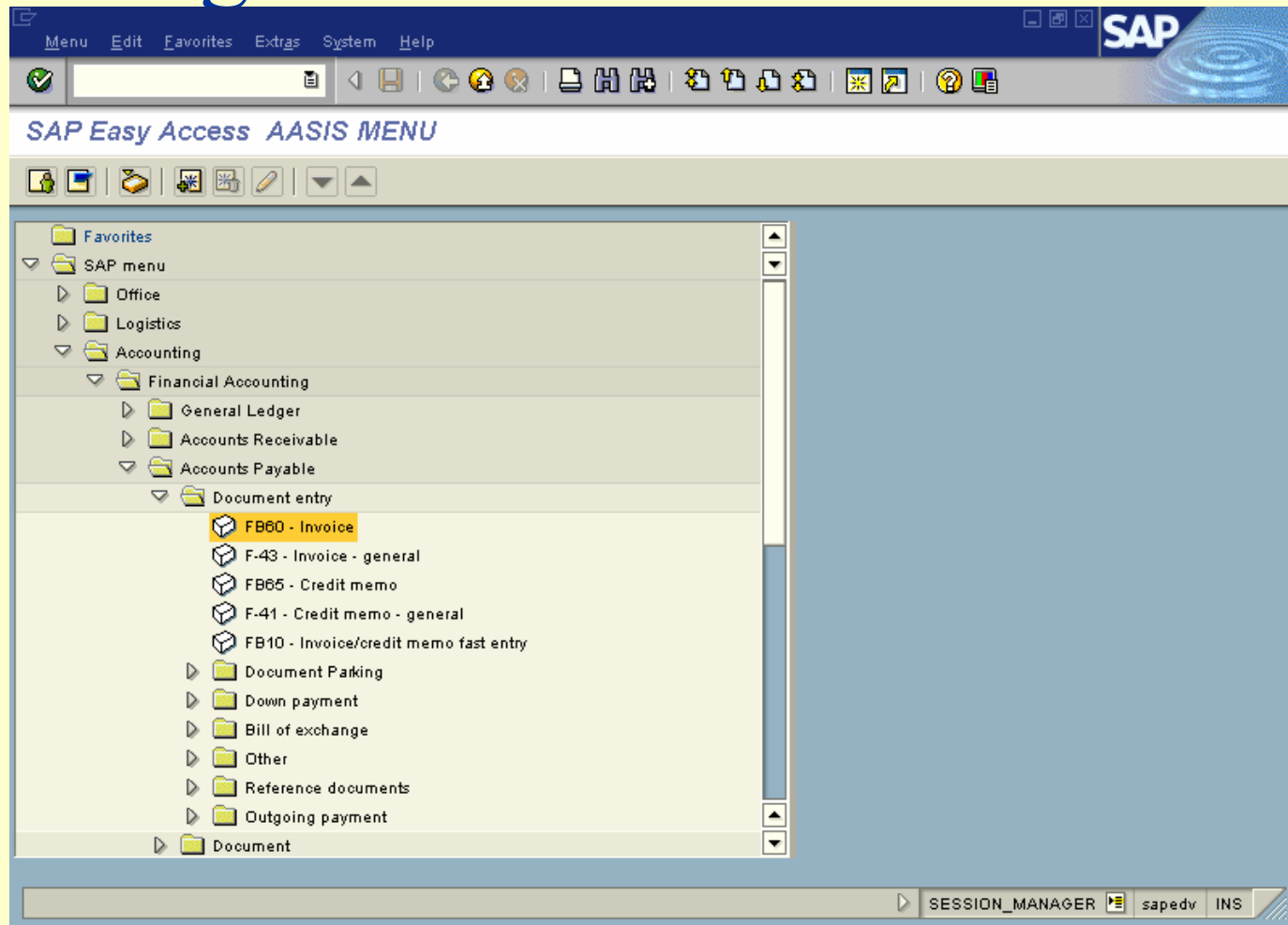
- **A Direct Invoice is one that has no link to a purchase order in the AASIS system.**
- Direct Invoices should be parked by the AP Specialist role using transactions FB60 or FB10.
- Parking only puts the Direct Invoice into the system, but does not yet commit to payment by posting.
- Parking as complete commits budget for the invoice amount.
- Parked invoices can later be posted by another user with the AP Supervision or Disbursement Officer role using FBV0.



# DIRECT INVOICING

## A. Parking a Direct Invoice

# Parking a Direct Invoice with FB60



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Vendor Sp.G/L

Invoice date 12/02/2003 Reference

Posting Date 12/03/2003

Cross-CC no.

Amount USD ☐ Calculate tax

Tax amount


Text

Company Code ARK State of Arkansas Little Rock

Lot No.

FB60 sapadv INS

Step 1. Enter the Vendor Number.

On the basic data tab, place the cursor in the Vendor box and hit the drop-down icon  to search for the vendor number.

Account or Matchcode for the Next Line Item (1)

Vendors (General) | Vendors by Country/Company Code

Search term:

Postal Code:

City:

Name:

Vendor:

Maximum no. of hits:

Buttons: [Green Check] [Cross] [Home] [End] [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [Print] [Help]

Account or Matchcode for the Next Line Item (1) 1 Entry found

Vendors (General) | Vendors by Country/Company Code | Vendors by ...

SearchTe...	Postal Co...	City	Name 1	Vendor
VEND	75501	TEXARKANA	TONY'S MOTORCYCLE REPAIR	100069127

Double click the vendor or click once and click the green check. The vendor number will be filled into the transaction.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Notes

Vendor 100069127 Sp.G/L  
Invoice date 12/02/2003 Reference 578946  
Posting Date 12/03/2003  
Cross-CC no.  
Amount USD ☐ Calculate tax  
Tax amount  
Text  
Company Code ARK State of Arkansas Little Rock  
Lot No.

0 Items ( No entry variant selected )

S	G/L acct	Short text	D/C	Amount in doc curr	Cost center	Fund	Bu	Tax code	Text	Order
---	----------	------------	-----	--------------------	-------------	------	----	----------	------	-------

## Step 2. Enter the invoice date.

The invoice date will be the baseline date that AASIS uses to calculate payment date. For example, an invoice specified as NT15 will be paid 15 days after the invoice date.



The screenshot displays the SAP 'Enter Vendor Invoice' interface for Company Code ARK. The top menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the menu is a toolbar with various icons. The main window has a title bar 'Enter Vendor Invoice: Company Code ARK' and a toolbar with buttons for Tree on, Company Code, Hold, Simulate, Park, and Editing options. The 'Transactn' tab is active, showing 'Invoice' and a balance of 0.00. The 'Basic data' tab is selected, displaying the following fields:

Vendor	100069127	Sp.G/L	
Invoice date	12/02/2003	Reference	578946
Posting Date	12/03/2003		
Cross-CC no.			
Amount		USD	<input type="checkbox"/> Calculate tax
Tax amount			
Text			
Company Code	ARK State of Arkansas Little Rock		
Lot No.			

At the bottom, a status bar indicates '0 Items ( No entry variant selected )'.

Step 3. Enter the reference number.

It is recommended that the vendor's invoice number be used as a reference number because AASIS checks that field for duplicate invoices.

SAP

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 575.89-

Basic data Payment Details Tax Notes

Vendor 100069127 Sp.G/L  
 Invoice date 12/02/2003 Reference 578946  
 Posting Date 12/03/2003  
 Cross-CC no.  
 Amount 575.89 USD ☒ Calculate tax  
 P1 (Accounts Payable S...  
 Text Motorcycle Repairs  
 Baseline date  
 Company Code ARK State of Arkansas Little Rock  
 Lot No.

Vendor  
 Address  
 TONY'S MOTORCYCLE REPAIR  
 2020 W 7TH ST  
 TEXARKANA TX 75501  
 USA  
 Bank account  
 Not available  
 Ols

0 Items ( No entry variant selected )

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Text	Order
			Debit					P1		
			Debit					P1		
			Debit					P1		

Step 4. Enter the invoice amount.

This should be the total amount of the invoice including tax.

**Enter Vendor Invoice: Company Code ARK**

Transactn: Invoice Bal. 575.89-

Basic data | Payment | Details | Tax | Notes

Vendor: 100069127 Sp.G/L: Reference: 578946

Invoice date: 12/02/2003

Posting Date: 12/03/2003

Cross-CC no.:

Amount: 575.89 USD ☒ Calculate tax

P1 (Accounts Payable S...)

Text: Motorcycle Repairs

Baseline date:

Company Code: ARK State of Arkansas Little Rock

Lot No.:

Vendor Address: TONY'S MOTORCYCLE REPAIR  
2020 W 7TH ST  
TEXARKANA TX 75501  
USA

Bank account: Not available

0 Items ( No entry variant selected )

Step 5. Select calculate tax and the appropriate tax code.

The tax code options are P0 for a tax exempt item, P1 for an item with sales tax and U1 for an item ordered from an out of state vendor that does not collect Arkansas sales tax. Note: An invoice can only have one tax code per entry.

SAP

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 575.89-

Basic data Payment Details Tax Notes

Vendor 100069127 Sp.G/L  
 Invoice date 12/02/2003 Reference 578946  
 Posting Date 12/03/2003  
 Cross-CC no.  
 Amount 575.89 USD ☒ Calculate tax  
 P1 (Accounts Payable S...  
 Text Motorcycle Repairs  
 Baseline date  
 Company Code ARK State of Arkansas Little Rock  
 Lot No.

Vendor  
 Address  
 TONY'S MOTORCYCLE REPAIR  
 2020 W 7TH ST  
 TEXARKANA TX 75501  
 USA  
 Bank account  
 Not available  
 Ols

0 Items ( No entry variant selected )

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Text	Order
			Debit					P1		
			Debit					P1		

## Step 6. Enter text.

You may enter any text (up to 50 characters) that you wish to have appear on the remittance in the text field.

**Enter Vendor Invoice: Company Code ARK**

Tree on | Company Code | Hold | Simulate | Park | Editing options

Transactn Invoice Bal. 575.89-

Basic data | Payment | Details | Tax | Notes


Vendor 100069127 Sp.G/L  
 Invoice date 12/02/2003 Reference 578946  
 Posting Date 12/03/2003  
 Cross-CC no.  
 Amount 575.89 USD ☒ Calculate tax  
 P1 (Accounts Payable S...  
 Text Motorcycle Repairs  
 Baseline date  
 Company Code ARK State of Arkansas Little Rock  
 Lot No.

Vendor  
 Address  
 TONY'S MOTORCYCLE REPAIR  
 2020 W 7TH ST  
 TEXARKANA TX 75501  
 USA  
 Bank account  
 Not available  
 Ols

0 Items ( No entry variant selected )

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Text	Order
			Debit					P1		
			Debit					P1		
			Debit					P1		

Step 7. Enter the GL account.

Search for the GL account by clicking the drop down icon. 

General Ledger Account (1)

G/L account description in company code    G/L account wit...

G/L long text    \*repair\*

Language Key    EN

Company Code    ARK

G/L account   

Maximum no. of hits    500

✓

Choose the tab labeled “G/L account description in chart of accounts.” Type as much of the description as you know, followed by an asterisk. Click the green check.

Choose the appropriate code (expense codes always start with 5) and double click or green check to fill in the number in the transaction.

General Ledger Account (1)    6 Entries Found

✓ G/L account description in company code    G/L account ...

Master records

Long text	CoCd	G/L Acct
Accrued Repairing & Servicing	ARK	5030021000
Auto Collision Repair	ARK	5030013000
Major Repairs and Remodeling	ARK	5120005000
NBR CO SETTLEMENTS REPAIR AND SERVICE	ARK	5039999999
Other Repairing & Servicing Expense	ARK	5030018000
Telephone System Repair & Servicing	ARK	5030009000

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 575.89-

Basic data Payment Details Tax Notes

Vendor 100069127 Sp.G/L  
 Invoice date 12/02/2003 Reference 578946  
 Posting Date 12/03/2003  
 Cross-CC no.  
 Amount 575.89 USD ☒ Calculate tax  
 P1 (Accounts Payable S...  
 Text Motorcycle Repairs  
 Baseline date  
 Company Code ARK State of Arkansas Little Rock  
 Lot No.

Vendor Address  
 TONY'S MOTORCYCLE REPAIR  
 2020 W 7TH ST  
 TEXARKANA TX 75501  
 USA  
 Bank account  
 Not available  
 Ols

0 Items ( No entry variant selected )

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Text	Order
	5030018000		Debit	575.89	361750			P1		
			Debit					P1		
			Debit					P1		

Step 8. Enter the transaction amount.

The amount to be paid from the GL account and cost center combination should be entered here.

SAP

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 575.89-

Basic data Payment Details Tax Notes

Vendor 100069127 Sp.G/L  
 Invoice date 12/02/2003 Reference 578946  
 Posting Date 12/03/2003  
 Cross-CC no.  
 Amount 575.89 USD ☒ Calculate tax  
 P1 (Accounts Payable S...  
 Text Motorcycle Repairs  
 Baseline date  
 Company Code ARK State of Arkansas Little Rock  
 Lot No.

Vendor Address  
 TONY'S MOTORCYCLE REPAIR  
 2020 W 7TH ST  
 TEXARKANA TX 75501  
 USA  
 Bank account  
 Not available  
 Ols

0 Items ( No entry variant selected )

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Text	Order
	5030018000		Debit	575.89	361750			P1		
			Debit					P1		
			Debit					P1		

Step 8. Enter the cost center.

Type in the cost center the amount is being paid from.



Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 575.89-

Basic data Payment **Details** Tax Notes

Vendor 100069127 Sp.G/L  
 Invoice date 12/02/2003 Reference 578946  
 Posting Date 12/03/2003  
 Cross-CC no.  
 Amount 575.89 USD ☒ Calculate tax  
 P1 (Accounts Payable S...)  
 Text Motorcycle Repairs  
 Baseline date  
 Company Code ARK State of Arkansas Little Rock  
 Lot No.

Vendor  
 Address  
 TONY'S MOTORCYCLE REPAIR  
 2020 W 7TH ST  
 TEXARKANA TX 75501  
 USA  
 Bank account  
 Not available  
 Ols

0 Items ( No entry variant selected )

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Text	Order
	5030018000		Debit	575.89	361750			P1		
			Debit					P1		
			Debit					P1		

If needed, enter more G/L accounts and cost centers on the additional lines. The total dollars entered should equal the amount at the top of the screen. When the entries are complete, click the Details tab.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholdin...

G/L 2110001000 Vendor AP  
Assign. 578946  
Header bdt  
Bus. Area 0590 Tr.part.BA  
RefKey 3  
Plg level AP Plan. day 12/17/2003  
Func. Area

Vendor  
Address  
TONY'S MOTORCYCLE REPAIR  
2020 W 7TH ST  
TEXARKANA TX 75501  
USA  
Bank account  
Not available  
Ols

1 Items ( No entry variant selected )

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Text	Order
✓	5030018000	Oth Repair ...	Debit	575.89	361750	MWH0100	0590	P1		

FB60 sapdev INS

Step 9. Enter the business area.

This is a required field.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data **Payment** Details Tax Withholdin...

G/L 2110001000 Vendor AP

Assign. 578946

Header bdt

Bus. Area 0590 Tr.part.BA

RefKey 3

Plg level AP Plan. day 12/17/2003

Func. Area

Vendor

Address

TONY'S MOTORCYCLE REPAIR

2020 W 7TH ST

TEXARKANA TX 75501

USA

Bank account

Not available

Ols

Step 10. Enter the assignment.

This is an optional field. In the assignment field, enter any data that you want to print on the remittance advice—invoice number is recommended. Note the functional area box on this screen. It will default from the cost center. Click on the Payment tab.

**Enter Vendor Invoice: Company Code ARK**

Transactn: Invoice Bal. 0.00

**Basic data** | Payment | Details | Tax | Withholdin...

BaselineDt	12/02/2003	Pmnt terms	NT15	15	Days
Due on	12/17/2003				Days
Discount		USD			Days net
Disc.base		USD	To be calculd	Fixed	
Pmt Method	w	Pmnt Meth. Sup.		Pmnt block	Free for payment
PmntCurroy					
Inv.ref.					
Part. bank		House bank		treas	
Instructns		Payment Ref.			

**Vendor**

**Address**

TONY'S MOTORCYCLE REPAIR  
2020 W 7TH ST  
TEXARKANA TX 75501  
USA

**Bank account**

Not available

1 Items ( No entry variant selected )

Step 11. Enter the payment method.

Enter W for warrant being paid from a treasury account. Enter C if the invoice is being paid by check from the agency house bank. Enter A for a direct deposit from treasury into the vendor's account.

SAP

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholdin...

BaselineDt 12/02/2003 Pmnt terms NT15 15 Days  
 Due on 12/17/2003 Days  
 Discount USD Days net  
 Disc.base USD To be calculd Fixed  
 Pmt Method w Pmnt Meth. Sup. Pmnt block Free for payment  
 PmntCurcy  
 Inv.ref.  
 Part. bank House bank treas  
 Instructns Payment Ref.

Vendor  
 Address  
 TONY'S MOTORCYCLE REPAIR  
 2020 W 7TH ST  
 TEXARKANA TX 75501  
 USA  
 Bank account  
 Not available  
 Ols

1 Items ( No entry variant selected )

S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Text	Order
✓	5030018000	Oth Repair ...	Debit	575.89	361750	MWH0100	0590	P1		

Step 12. Enter the house bank.

Enter treas if the invoice is being paid from a treasury account.  
 Enter your AASIS house bank if the invoice is being paid from an agency cash account.

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Invoice: Company Code ARK

Tree on Company Code Hold Simulate Park Edit

Transactn Invoice

Basic data Payment Details Tax Withholdin...

BaselineDt 12/02/2003 Pmnt terms NT15 15 Days

Due on 12/17/2003 Days

Discount USD Days net

Disc.base USD To be calculd Fixed

Pmt Method w Pmnt Meth. Sup. Pmnt block Free for payment

PmntCurcy

Inv.ref.

Part. bank House bank treas

Instructns Payment Ref.

1 Items ( No entry variant selected )

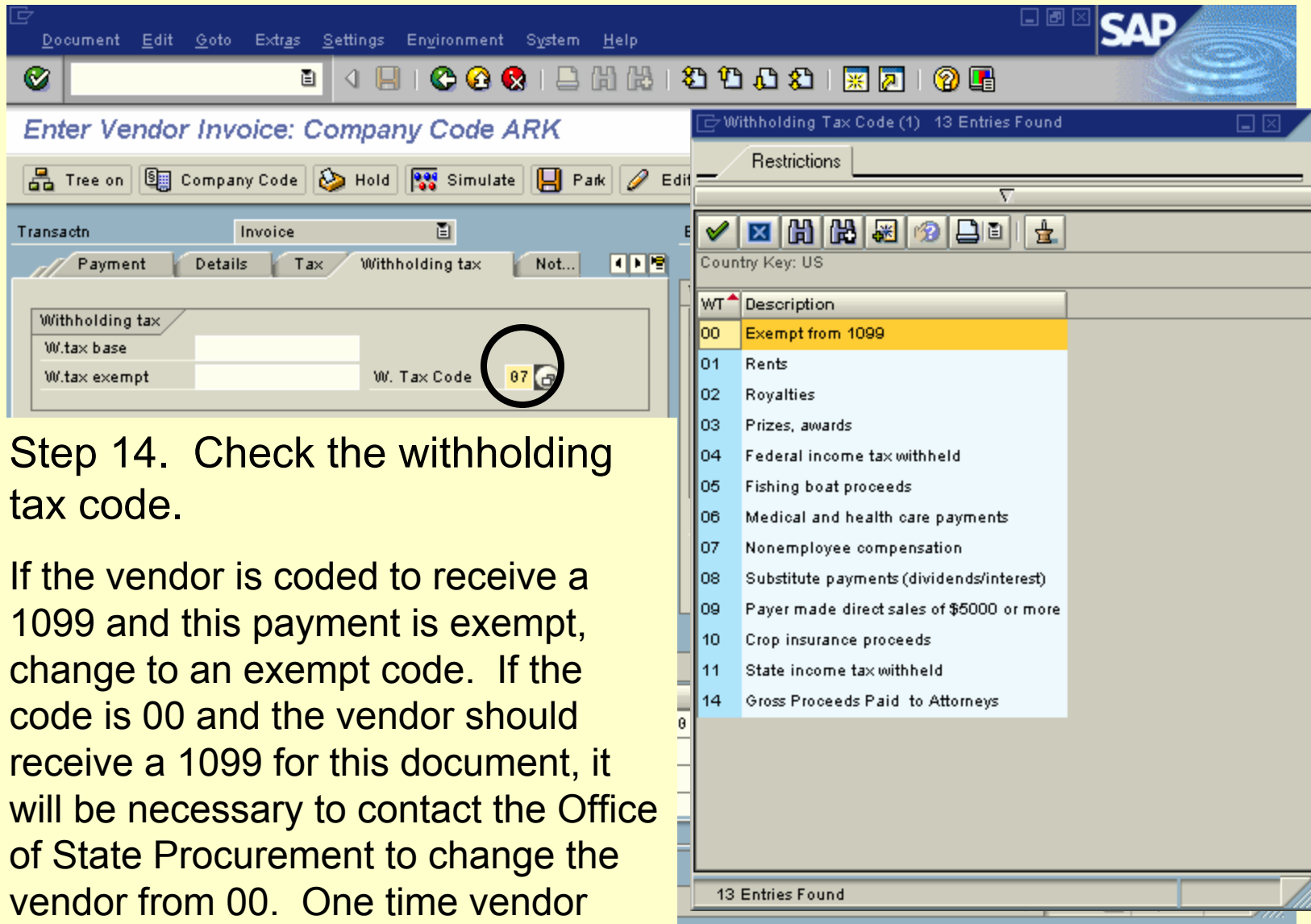
S...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	BU...	Tax code	Text	Order
✓	5030018000	Oth Repair ...	Debit	575.89	361750	MWH0100	0590	P1		

Terms of Payment

PTerm	Explanation
0001	Payable immediately Due net
0009	Payable in 3 partial amounts
	1 installment: 30.000 % with payment term 0001
	2 installment: 40.000 % with payment term 0001
	3 installment: 30.000 % with payment term 0001
NT00	Payable upon receipt
NT03	Net Due in 3 Days
NT05	Net Due in 5 Days
NT07	Net Due in 7 Days
NT10	Net Due in 10 Days
NT15	Net due in 15 days
NT30	Net due in 30 days
NT45	Net due in 45 days
NT60	Net due in 60 days

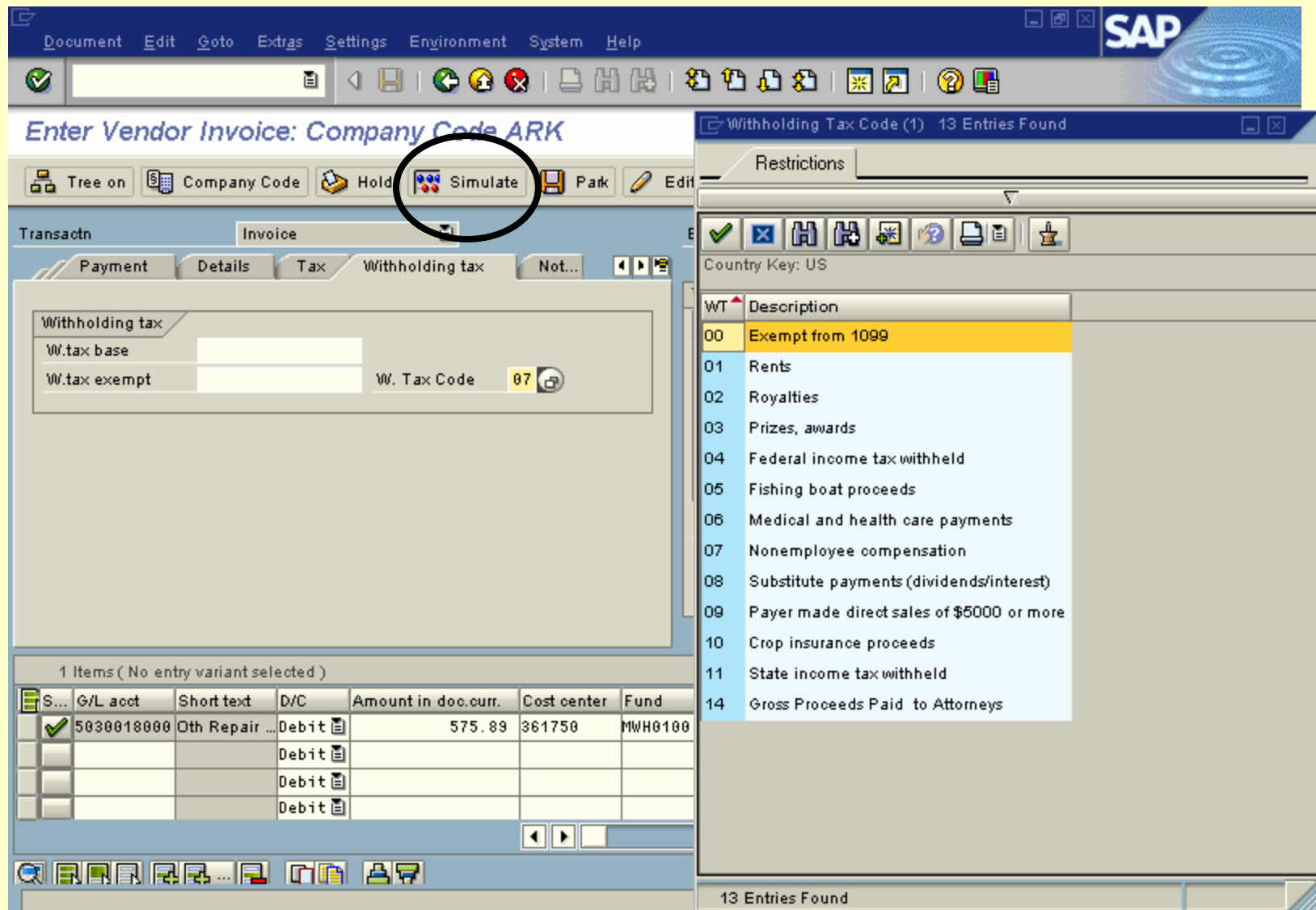
Step 13. Check the payment terms.

Change the payment terms as desired. AASIS will pay the vendor on the date based on the number of days you select from the baseline date. Click the Withholding tab.



Step 14. Check the withholding tax code.

If the vendor is coded to receive a 1099 and this payment is exempt, change to an exempt code. If the code is 00 and the vendor should receive a 1099 for this document, it will be necessary to contact the Office of State Procurement to change the vendor from 00. One time vendor numbers should never be used for 1099 reportable payments.



Step 15. After all required fields are completed, click Simulate to view your entry.



**Document Overview**

Doc.type : KR ( Vendor invoice ) Normal document

Doc. Number	Company code	ARK	Fiscal year	2004
Doc. date	12/02/2003	Posting date	12/03/2003	Period
Ref.doc.	578946			06
Doc.currency	USD			


  

Item	PK	Account	Account short text	Tx	BusA	Fund	Funds Center	Cost Ctr	Amount	Text
1	31	100069127	TONY'S MOTORCYCLE RE	P1	0590				575.89	Motorcycle Repairs
2	40	5030018000	Oth Repair Servicing	P1	0590	MWH0100	307	361750	575.89	

## Step 16. Park the Document.

Check the document to make sure it is correct. Click “Complete” to check and commit budget and park the document OR click “Park” to park the document without system check or commitment of budget.

**NOTE:** When choosing “Complete” to park the document, the document must be posted in the month it was parked. If the document cannot be posted in the same month, choose “Park” instead of “Complete”.

If Complete  Complete was chosen and there is insufficient budget, this type of message will be returned:

 Item 002 279 /502:00:02 ADMN payment budget exceeded

You can still park the document, but the budget problem will have to be addressed before posting can occur. Use the Park icon to park the document.

 Park

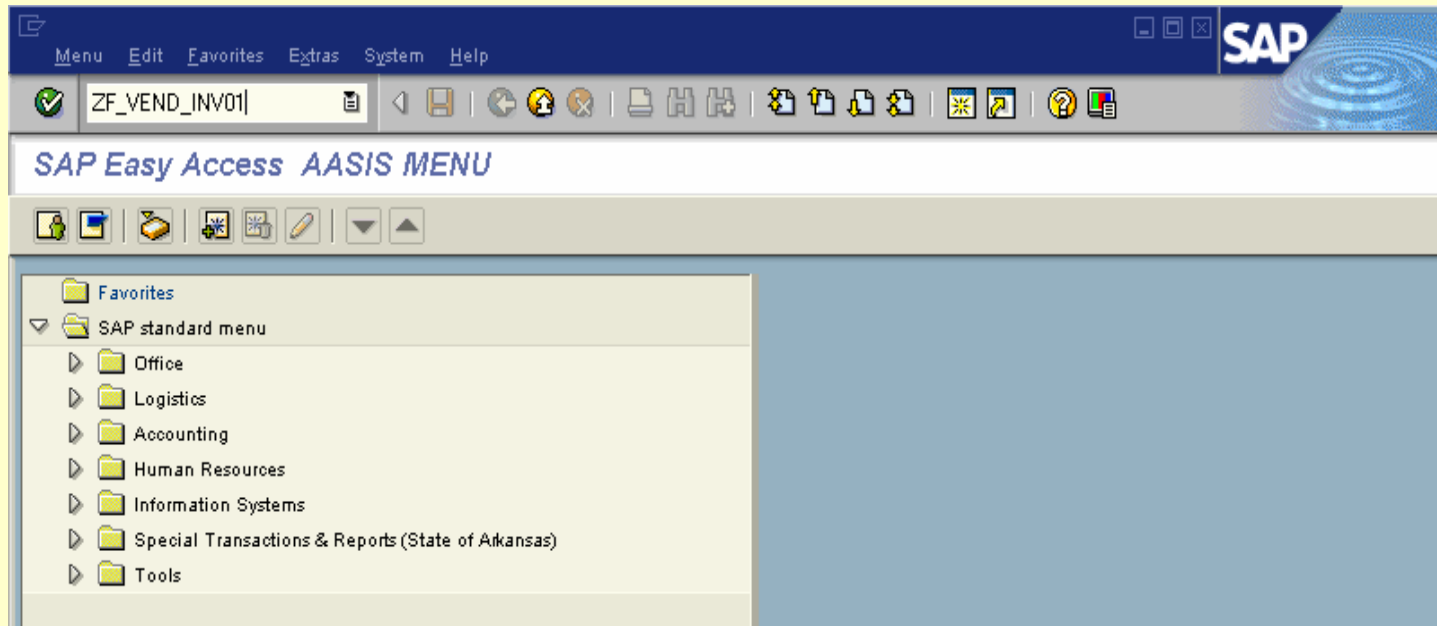
 Document 19000559 ARK was parked



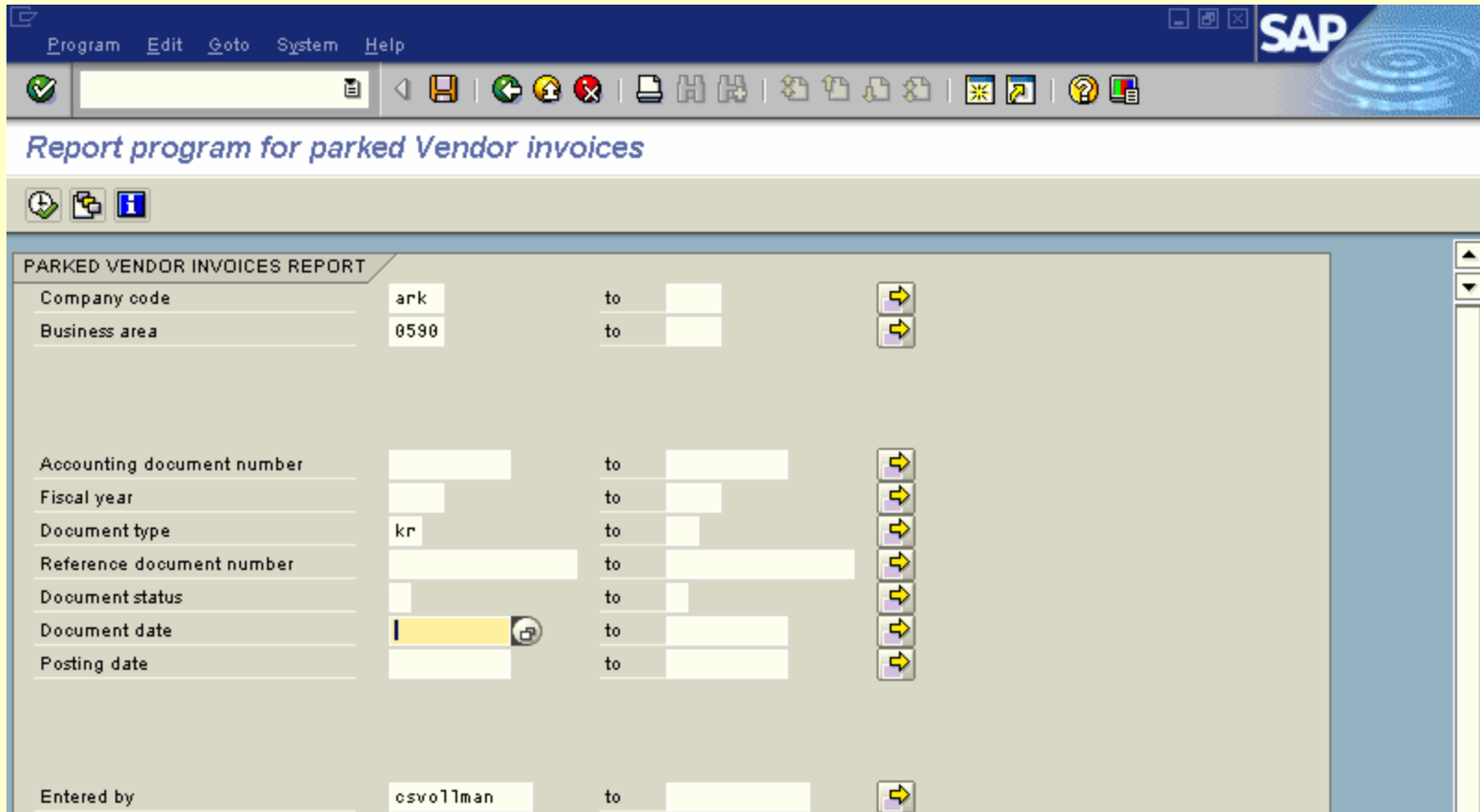
# DIRECT INVOICING

## B. Locating a Parked Direct Invoice

# ZF\_VEND\_INV01



ZF\_VEND\_01 is a report program used to locate parked direct invoices.

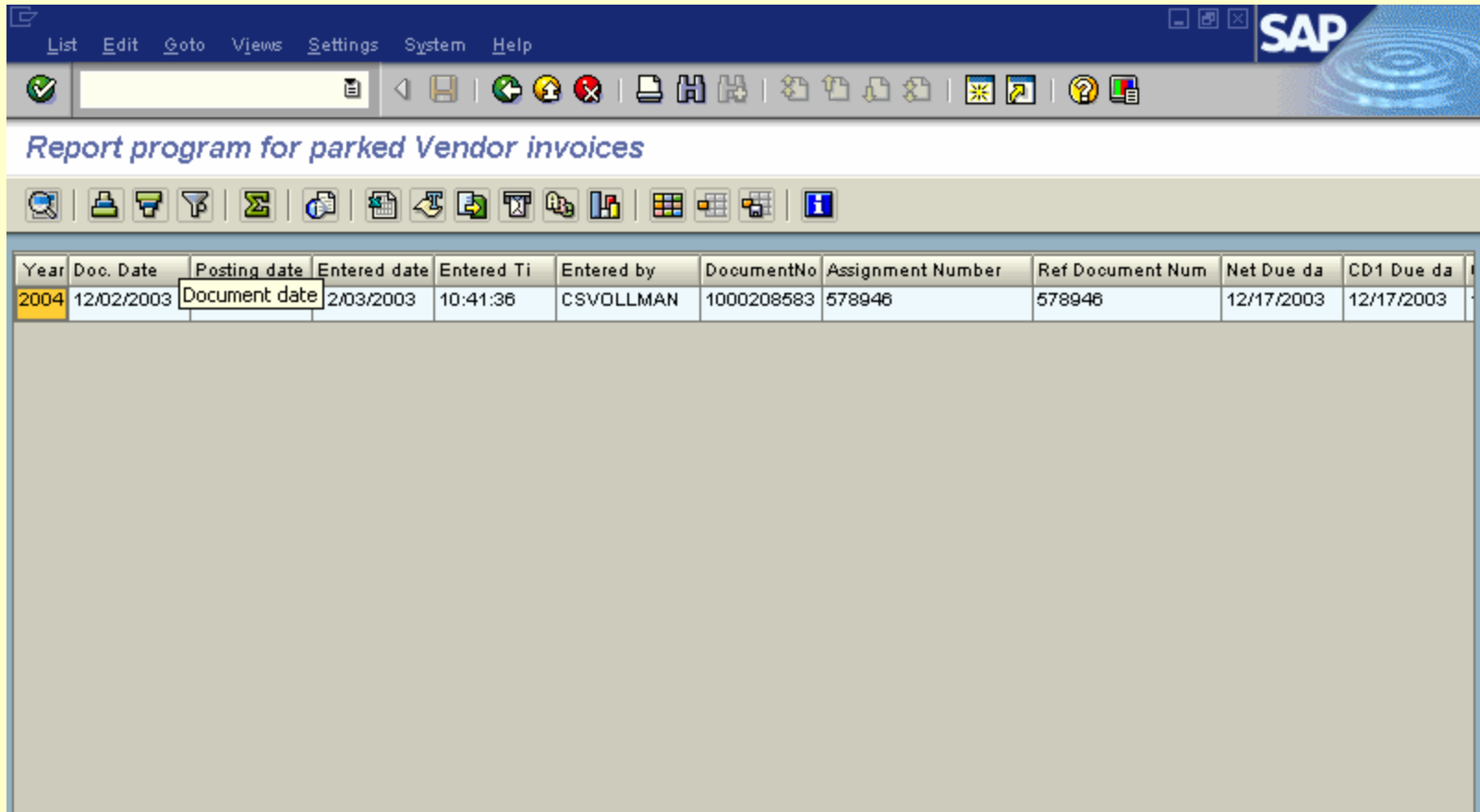


The screenshot shows the SAP 'Report program for parked Vendor invoices' window. The title bar includes the SAP logo and standard window controls. The menu bar contains 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar has various icons for file operations and help. The main area is titled 'PARKED VENDOR INVOICES REPORT' and contains several input fields for filtering the report. The 'Company code' field is set to 'ark' and the 'Business area' field is set to '0590'. Other fields include 'Accounting document number', 'Fiscal year', 'Document type' (set to 'kr'), 'Reference document number', 'Document status', 'Document date' (with a calendar icon), and 'Posting date'. Each field has a 'to' field and a right arrow icon for range selection. The 'Entered by' field is set to 'csvollman'.

Field	Value	to	Value
Company code	ark		
Business area	0590		
Accounting document number			
Fiscal year			
Document type	kr		
Reference document number			
Document status			
Document date			
Posting date			
Entered by	csvollman		

Enter the Company Code ARK and the business area. Invoices parked by FB60 are always document type KR. The report can be further narrowed down by user, document date, or posting date if known. Execute the report.

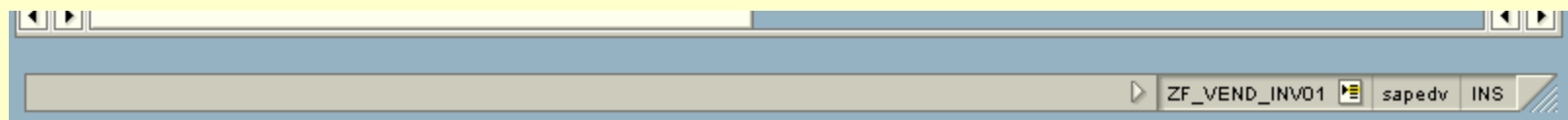


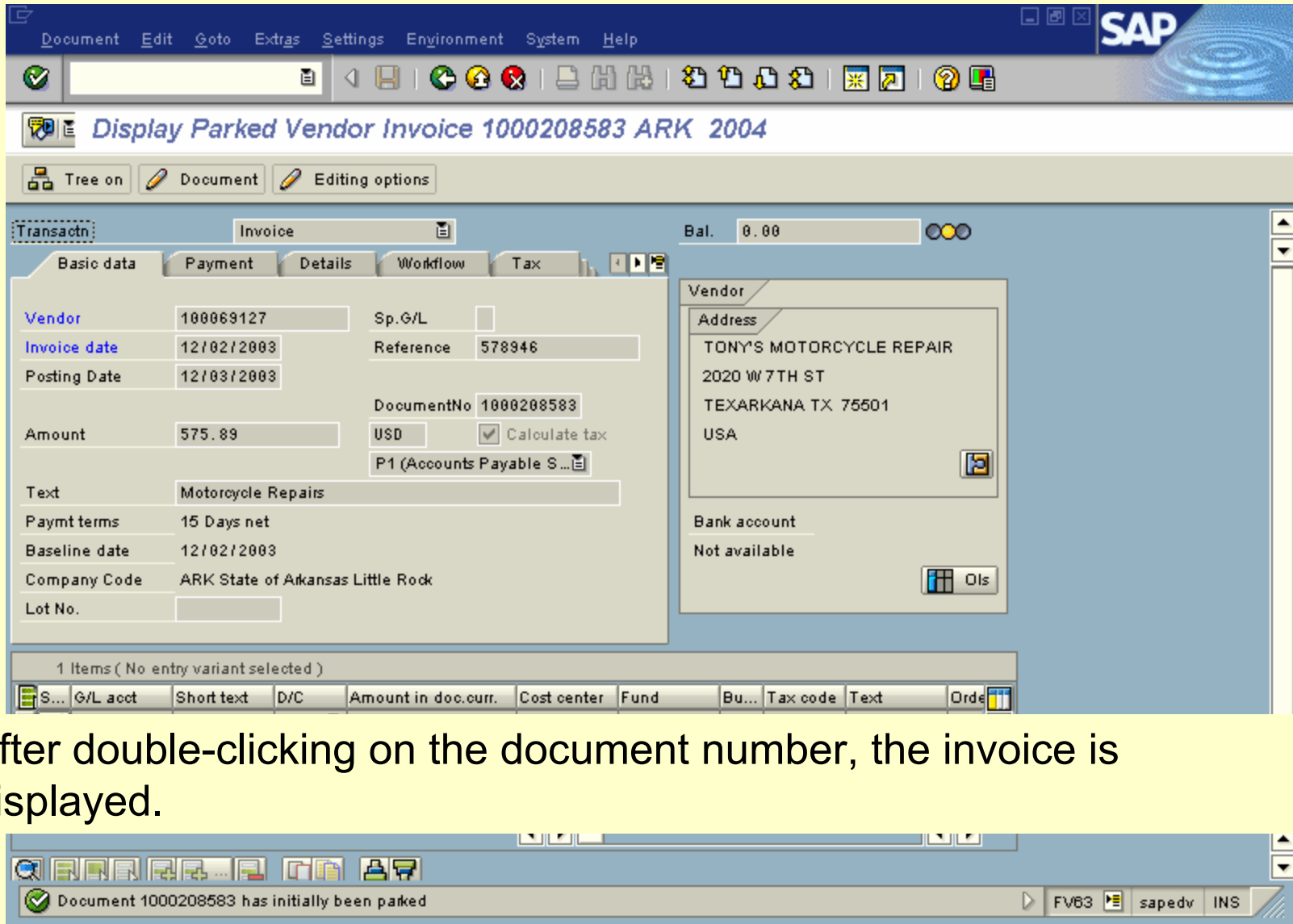


The screenshot shows the SAP interface for the report 'Report program for parked Vendor invoices'. The title bar includes the SAP logo and standard window controls. The menu bar contains 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons for navigation and actions. The report title is displayed in a blue header. Below the title is another toolbar with icons for search, print, filter, and other report functions. The main area displays a table of parked invoices. The table has columns for Year, Doc. Date, Posting date, Entered date, Entered Ti, Entered by, DocumentNo, Assignment Number, Ref Document Num, Net Due da, and CD1 Due da. The first row of data is highlighted in yellow.

Year	Doc. Date	Posting date	Entered date	Entered Ti	Entered by	DocumentNo	Assignment Number	Ref Document Num	Net Due da	CD1 Due da
2004	12/02/2003	Document date	2/03/2003	10:41:36	CSVOLLMAN	1000208583	578946	578946	12/17/2003	12/17/2003

The report displays a list of parked invoices. Double-click on the document number to drill down from this report to view the invoices.





The screenshot shows the SAP interface for displaying a parked vendor invoice. The title bar reads "Display Parked Vendor Invoice 1000208583 ARK 2004". The main window is divided into several sections:

- Transactn:** Invoice
- Basic data:**
  - Vendor: 100069127
  - Invoice date: 12/02/2003
  - Posting Date: 12/03/2003
  - Amount: 575.89
  - Text: Motorcycle Repairs
  - Paymt terms: 15 Days net
  - Baseline date: 12/02/2003
  - Company Code: ARK State of Arkansas Little Rock
  - Lot No.:
- Details:**
  - Sp.G/L:
  - Reference: 578946
  - DocumentNo: 1000208583
  - USD: ☒ Calculate tax
  - P1 (Accounts Payable S...)
- Vendor:**
  - Address: TONY'S MOTORCYCLE REPAIR, 2020 W 7TH ST, TEXARKANA TX 75501, USA
  - Bank account: Not available
- Table:** 1 Items ( No entry variant selected )

The table header includes columns: S..., G/L acct, Short text, D/C, Amount in doc.curr., Cost center, Fund, Bu..., Tax code, Text, and Order.

At the bottom, a status bar indicates: "Document 1000208583 has initially been parked". The user interface also shows the SAP logo and various menu options like Document, Edit, Goto, Extras, Settings, Environment, System, and Help.

After double-clicking on the document number, the invoice is displayed.

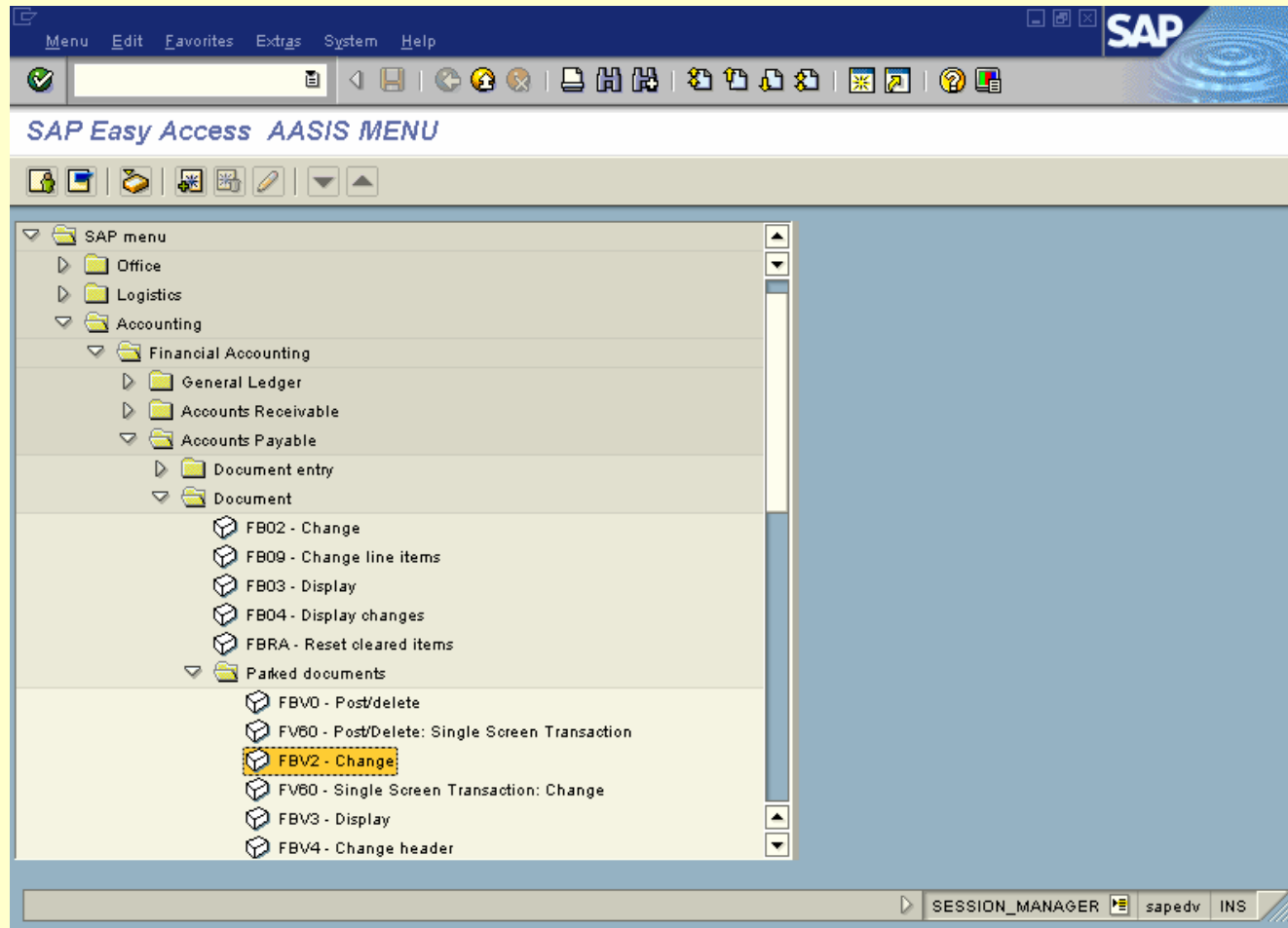


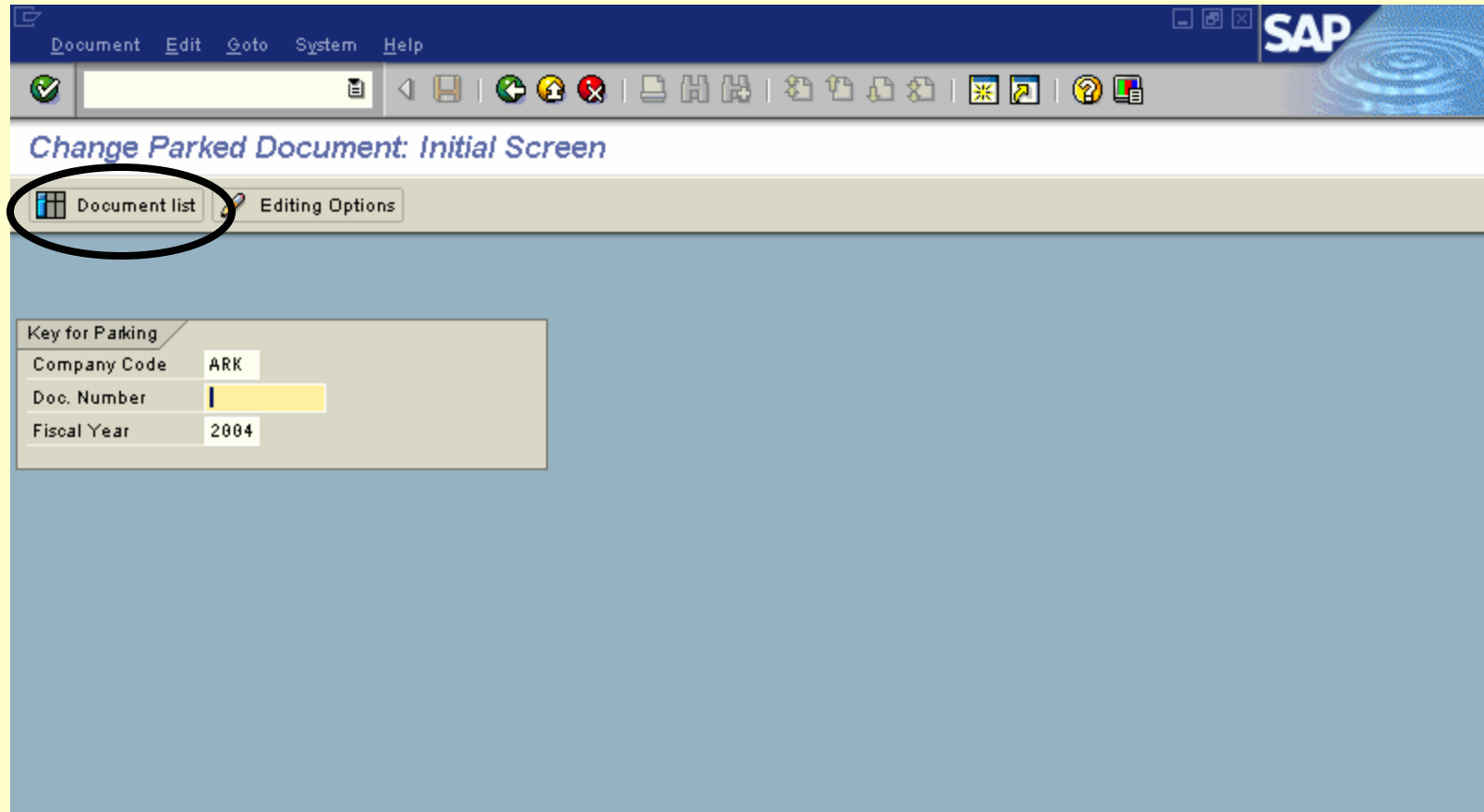
# AN AASIS TRAINING GUIDE

## C. Editing a Parked Direct Invoice



# Changing a Parked Direct Invoice Using FBV2





Search for the documents by typing in the Company Code (ARK) and Fiscal Year and click Document list.



Program Edit Goto System Help

SAP

List of Parked Documents

Company code ARK to  
Document number to  
Fiscal year 2004 to


General Selections

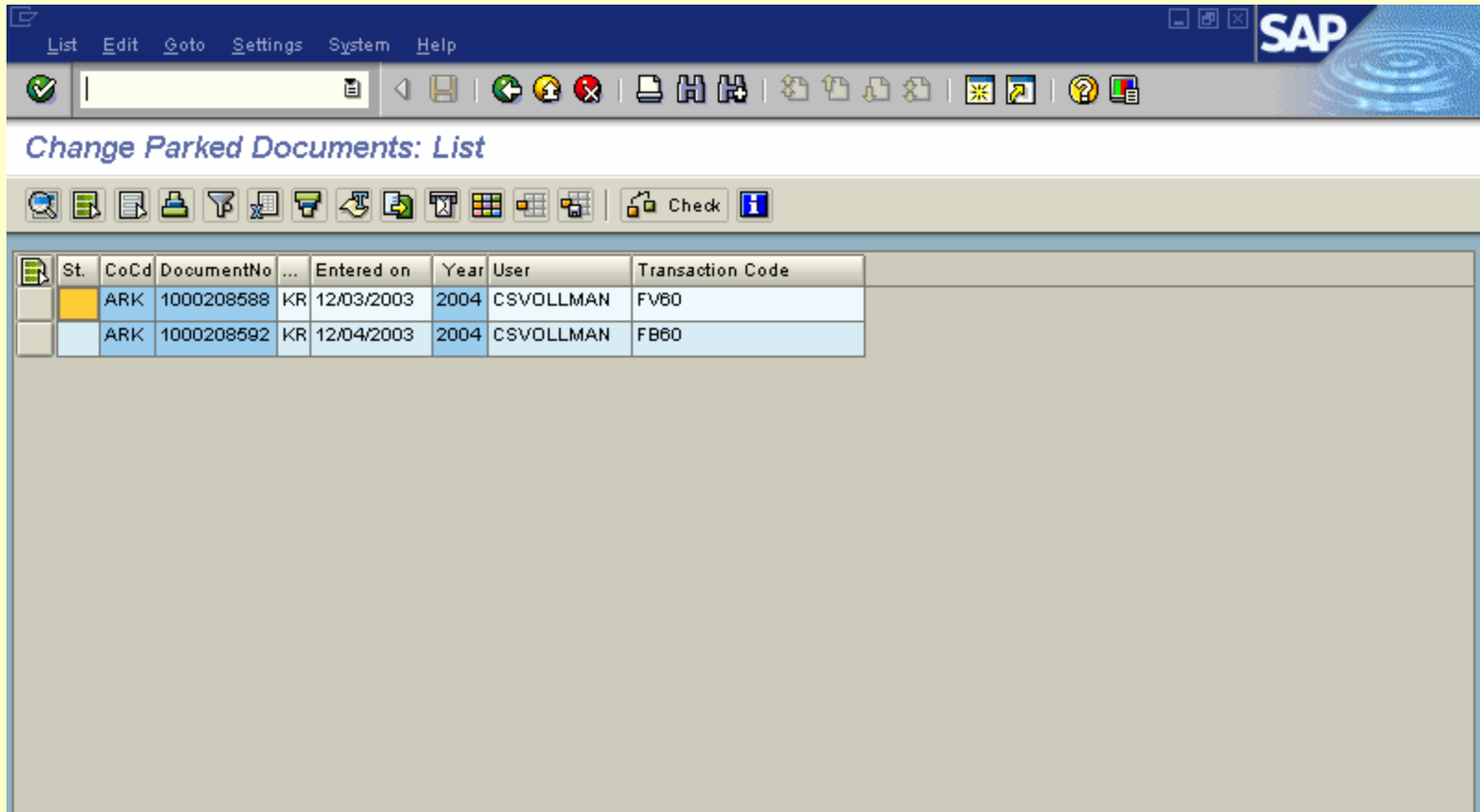
Posting date to  
Document date to  
Document type KR to  
Reference to  
Document header text to  
Entered by CSVOLLMAN to  
Business area 0000 to

Processing Status

Enter release to  
Complete to  
Released to

FBV2 sapadv INS

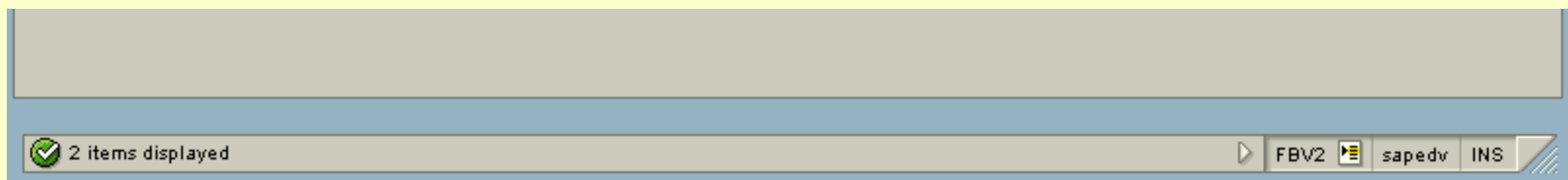
Business area is a required field. All parked FI invoices will be Document type KR. You may narrow the selection by user name, reference, date, etc. Execute the report. 



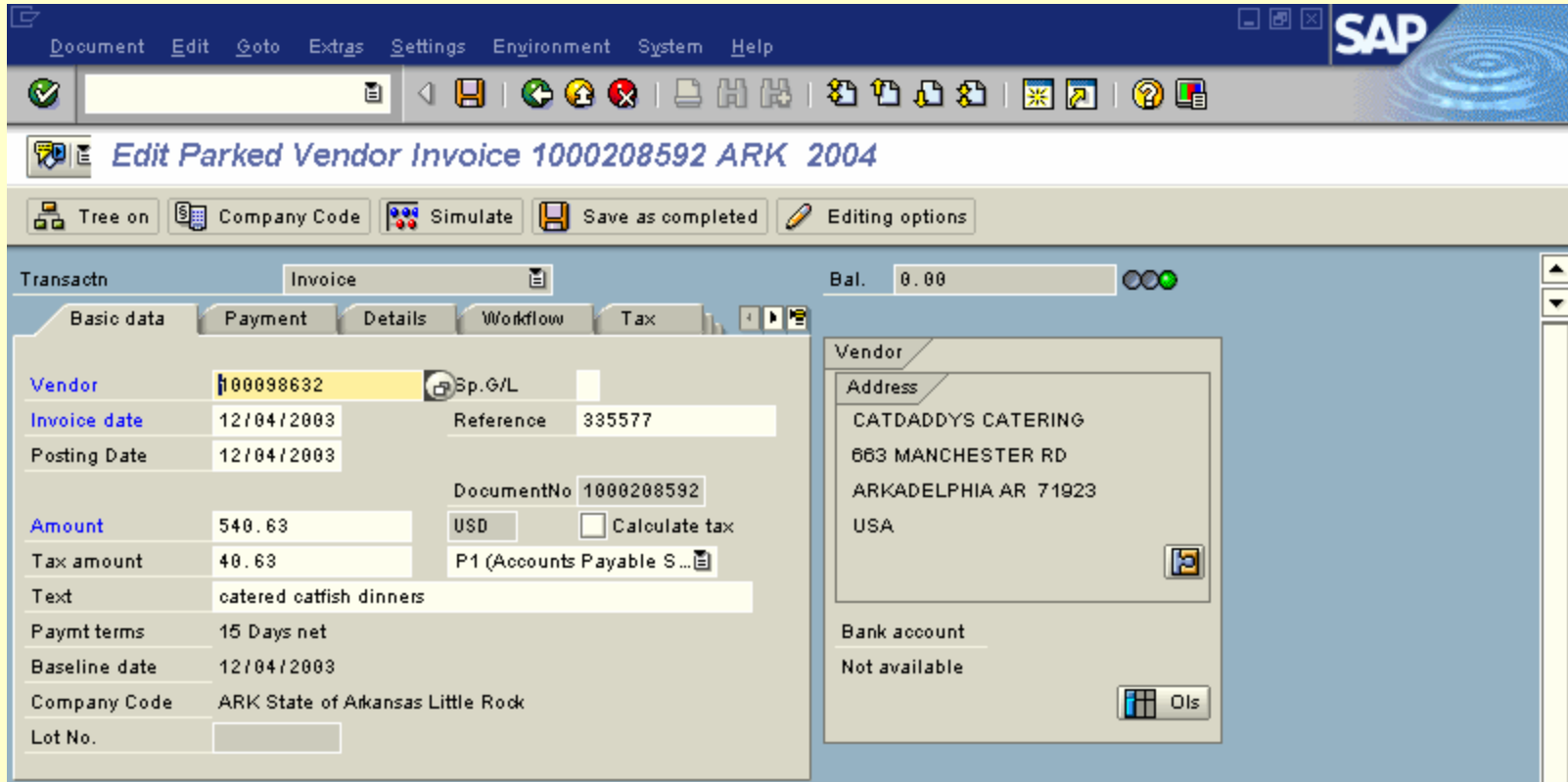
The screenshot shows the SAP 'Change Parked Documents: List' screen. The title bar includes 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main area displays a table with the following data:

St.	CoCd	DocumentNo	...	Entered on	Year	User	Transaction Code
	ARK	1000208588	KR	12/03/2003	2004	CSVOLLMAN	FV60
	ARK	1000208592	KR	12/04/2003	2004	CSVOLLMAN	FB60

Select a document to change by clicking on the document number.



The screenshot shows the SAP status bar at the bottom of the screen. It displays '2 items displayed' on the left and 'FBV2' on the right. The status bar also includes icons for 'sapedv' and 'INS'.



The screenshot shows the SAP 'Edit Parked Vendor Invoice' window for document 1000208592. The window has a menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar. Below the title bar, there are buttons for 'Tree on', 'Company Code', 'Simulate', 'Save as completed', and 'Editing options'. The main area is divided into tabs: 'Transactn', 'Invoice', 'Payment', 'Details', 'Workflow', and 'Tax'. The 'Invoice' tab is active, showing a form with the following data:

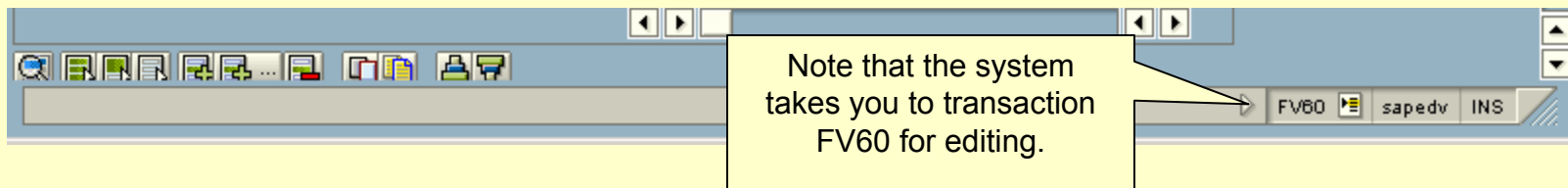
Vendor	100098632	Sp.G/L	
Invoice date	12/04/2003	Reference	335577
Posting Date	12/04/2003		
Amount	540.63	DocumentNo	1000208592
Tax amount	40.63	USD	<input type="checkbox"/> Calculate tax
Text	catered catfish dinners		
Paymt terms	15 Days net		
Baseline date	12/04/2003		
Company Code	ARK State of Arkansas Little Rock		
Lot No.			

On the right side, there is a 'Vendor' section with an 'Address' tab showing:

CATDADDYS CATERING  
663 MANCHESTER RD  
ARKADELPHIA AR 71923  
USA

Below the address is a 'Bank account' section showing 'Not available'. There is also a 'Bal.' field showing '0.00' and a 'OIs' button.

The document is open for editing. Any box that is not grayed out may be changed. Save changes to re-park the document, or Save as completed to re-park the document and commit budget.



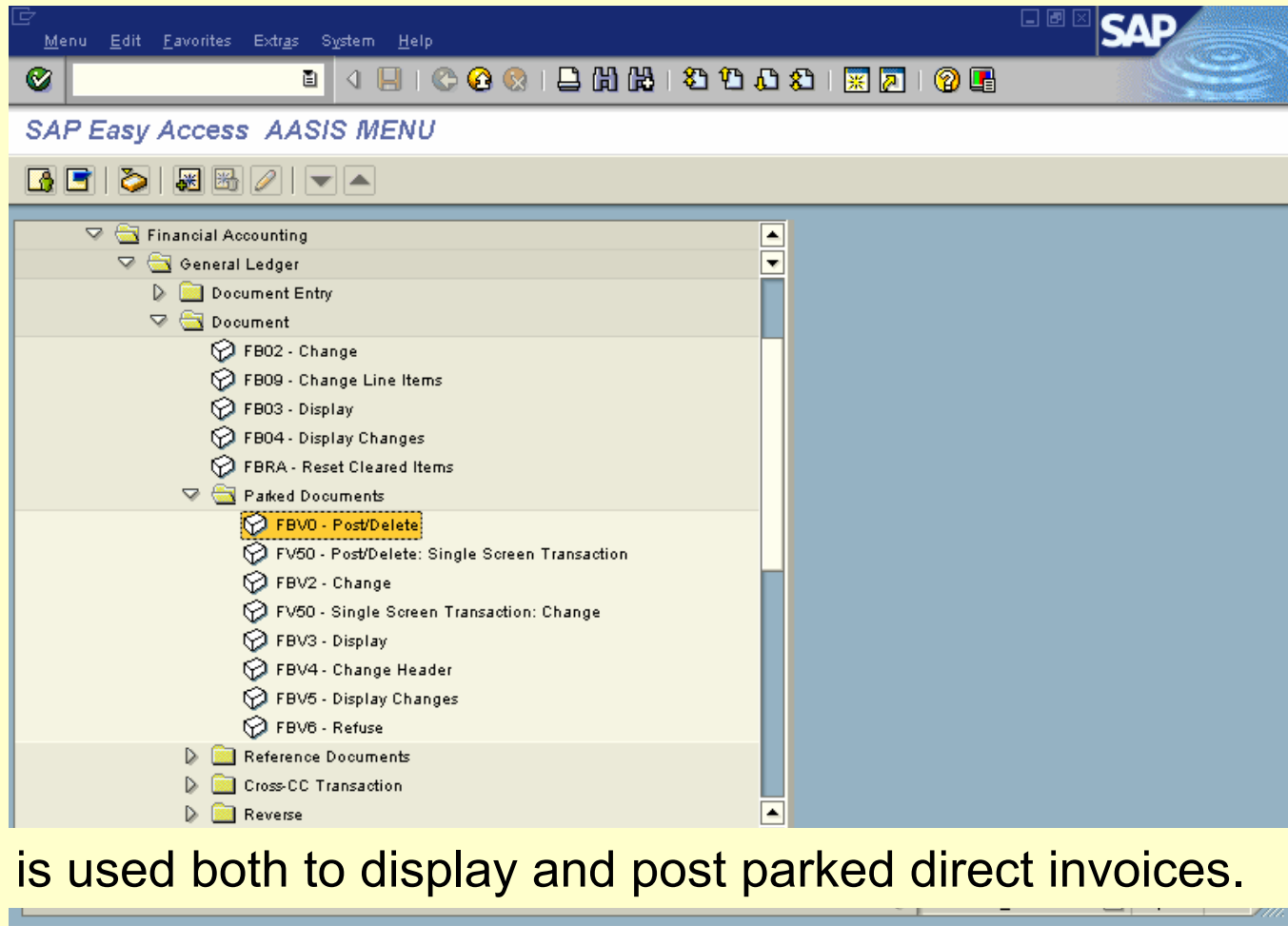
The screenshot shows the bottom of the SAP window with a toolbar and a status bar. The status bar displays the transaction code 'FV60' and the user 'sapedv'. A callout box points to the 'FV60' transaction code with the text: 'Note that the system takes you to transaction FV60 for editing.'



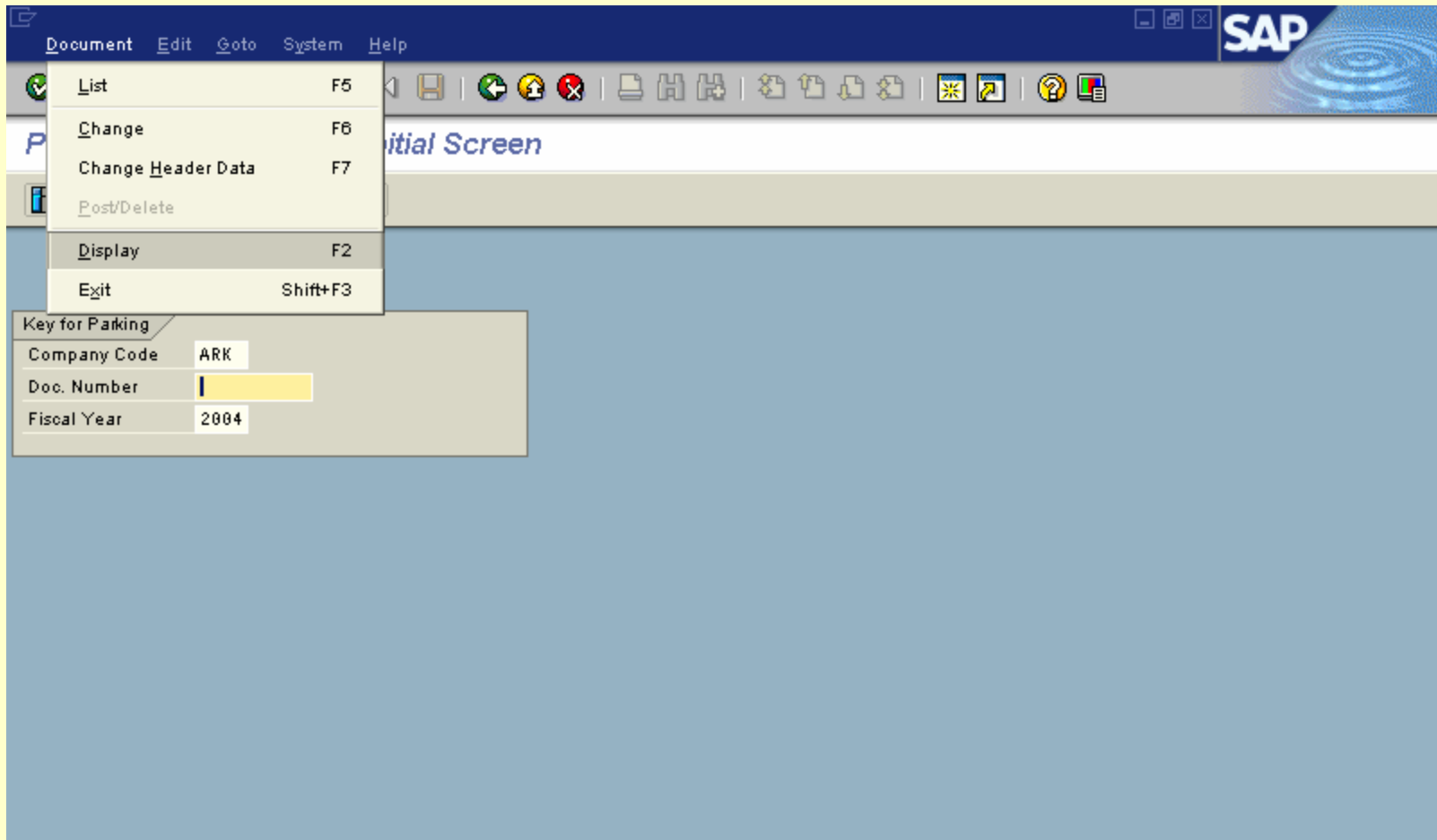
# DIRECT INVOICING

## D. Display and Post a Parked Direct Invoice

# FBV0



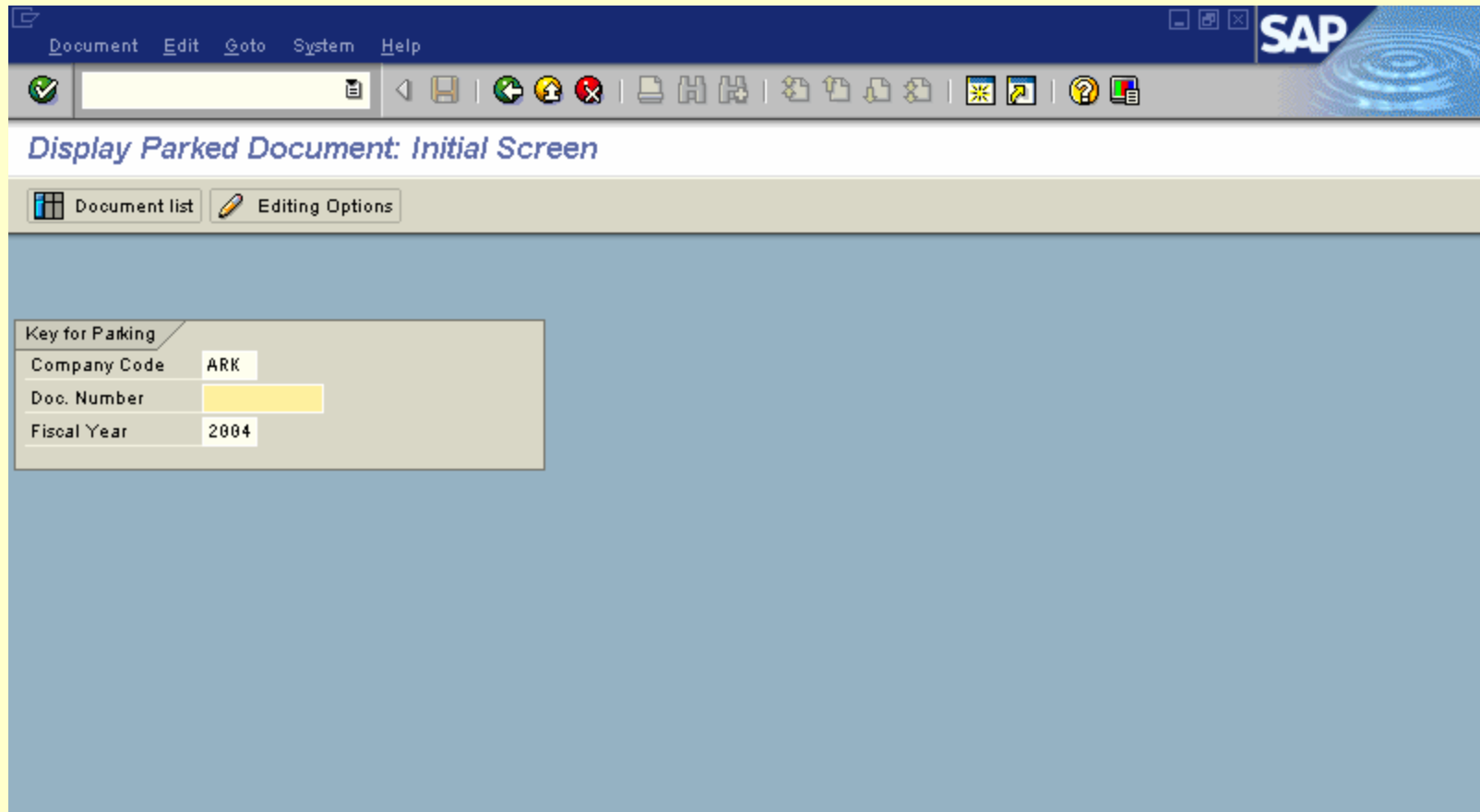
FBV0 is used both to display and post parked direct invoices.



Enter the company code (always ARK) and the Fiscal year. Enter the display mode by clicking Document > Display from the menu.







Note that the screen has changed from Post to Display Parked Document initial screen. Click Document list to search for the document that you want to post.



Program Edit Goto System Help

SAP

List of Parked Documents

Company code ARK to  
Document number to  
Fiscal year 2004 to

General Selections

Posting date 02/12/2004 to  
Document date to  
Document type KR to  
Reference to  
Document header text to  
Entered by to  
Business area 610 to

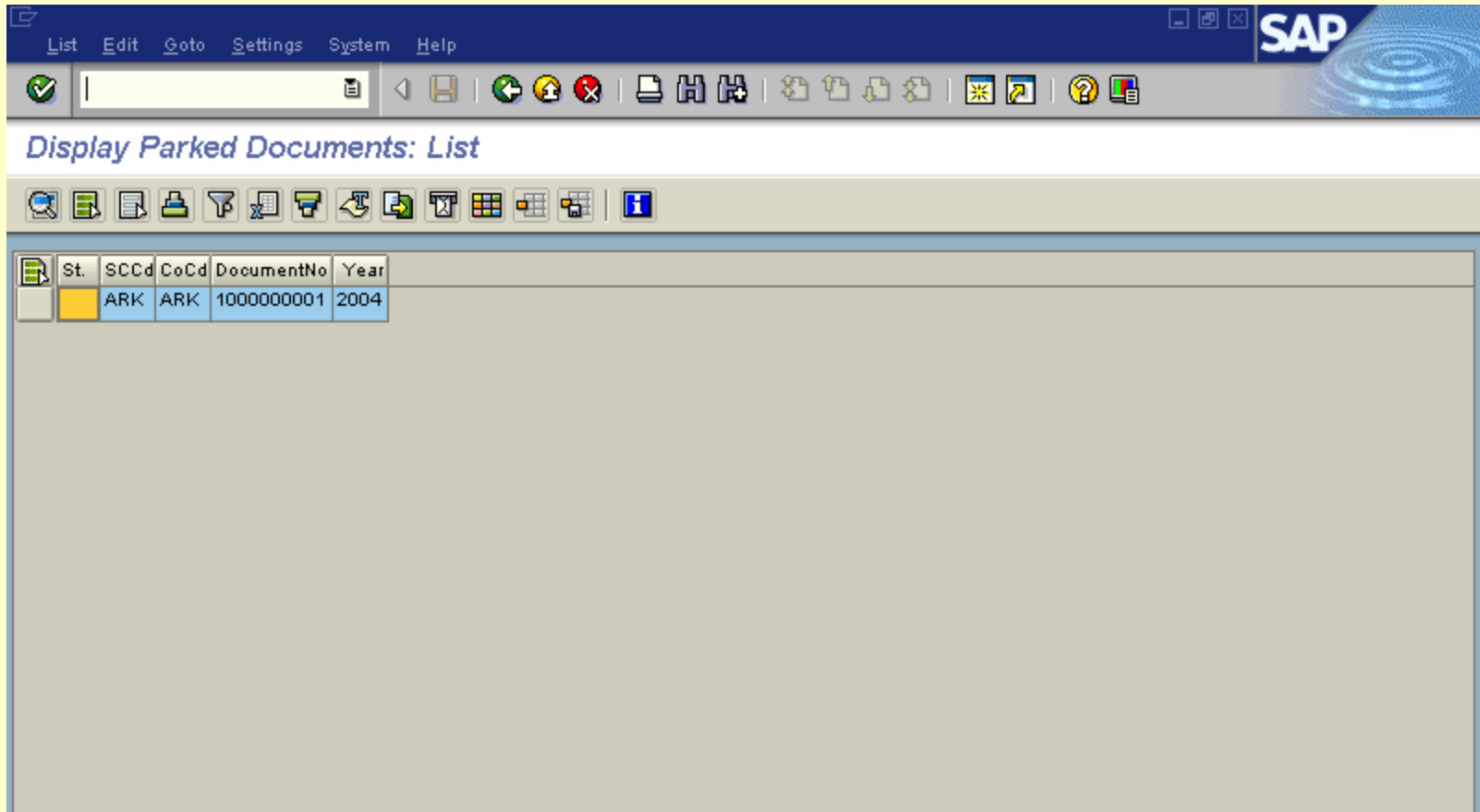
Processing Status

Enter release to  
Complete to  
Released to

ETR (1) (511) sapetr INS

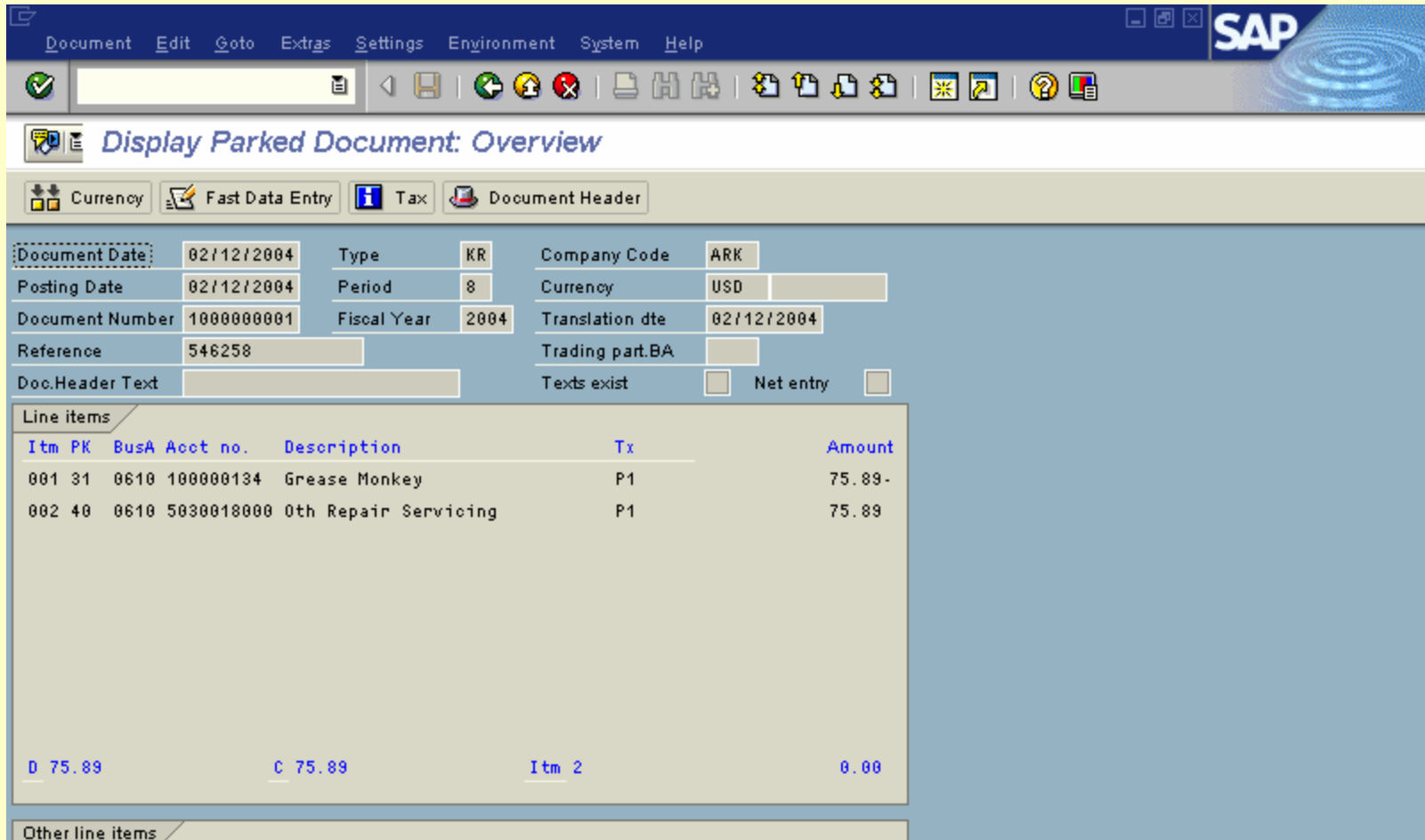
Use the selection screen to narrow the list as desired. Execute.





Double-click on the document number to display it.





The screenshot shows the SAP 'Display Parked Document: Overview' screen. The title bar includes the SAP logo and standard window controls. The menu bar contains: Document, Edit, Goto, Extras, Settings, Environment, System, Help. The toolbar includes icons for back, save, print, and other functions. Below the toolbar, there are tabs for Currency, Fast Data Entry, Tax, and Document Header. The main area displays document details in a grid-like format.

Document Date	02/12/2004	Type	KR	Company Code	ARK
Posting Date	02/12/2004	Period	8	Currency	USD
Document Number	1000000001	Fiscal Year	2004	Translation dte	02/12/2004
Reference	546258	Trading part.BA			
Doc.Header Text		Texts exist	<input type="checkbox"/>	Net entry	<input type="checkbox"/>


Line items

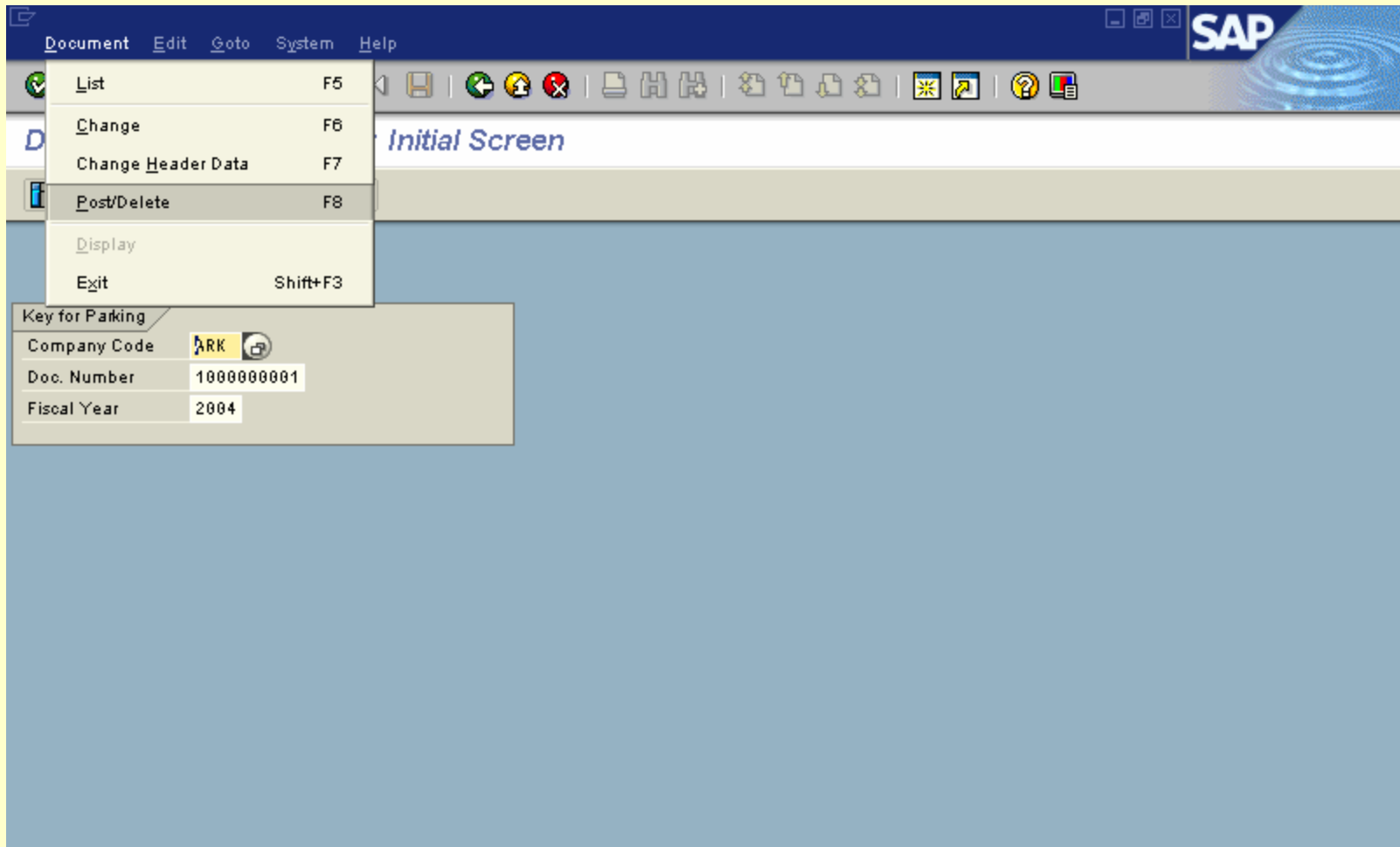
Itm	PK	BusA	Acct no.	Description	Tx	Amount
001	31	0610	100000134	Grease Monkey	P1	75.89-
002	40	0610	5030018000	0th Repair Servicing	P1	75.89

Summary:

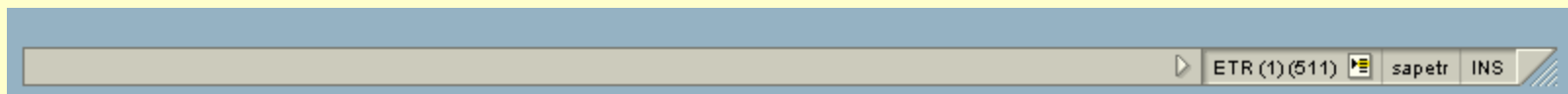
D 75.89	C 75.89	Itm 2	0.00
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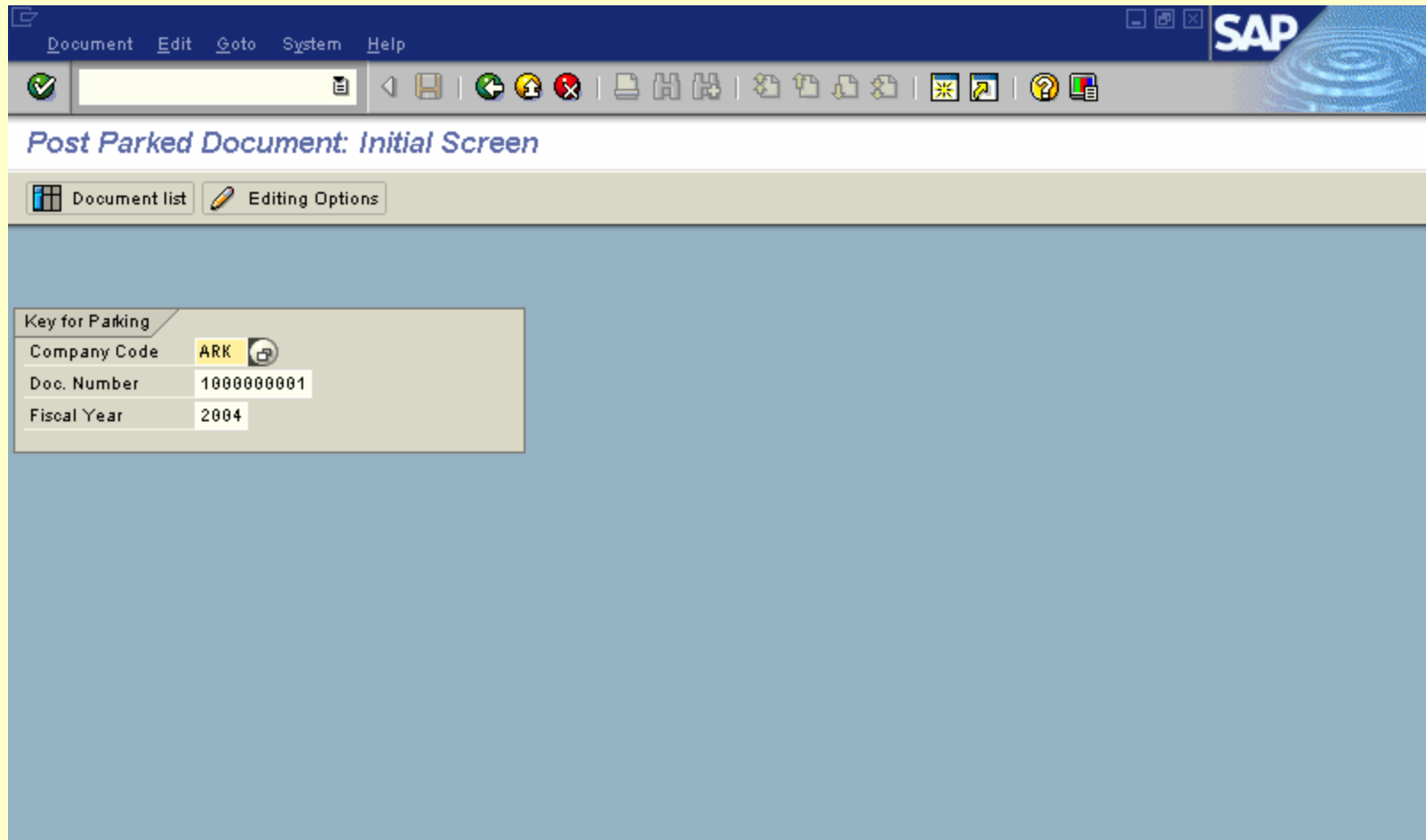
Other line items

The document is displayed. It is not possible to change the document from this screen. Documents with errors will have to be returned to the Accounts Payable Posting Specialist. When finished viewing, click the back button  three times to return to the initial screen.

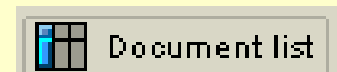


From the menu, select Document > Post/Delete.





The screen is now in the Post mode. Click on Document list.



**SAP**

Program Edit Goto System Help

List of Parked Documents

Company code	ARK	to		[Next]
Document number	1000000001	to		[Next]
Fiscal year	2004	to		[Next]

General Selections

Posting date		to		[Next]
Document date		to		[Next]
Document type	KR	to		[Next]
Reference		to		[Next]
Document header text		to		[Next]
Entered by		to		[Next]
Business area	0610	to		[Next]

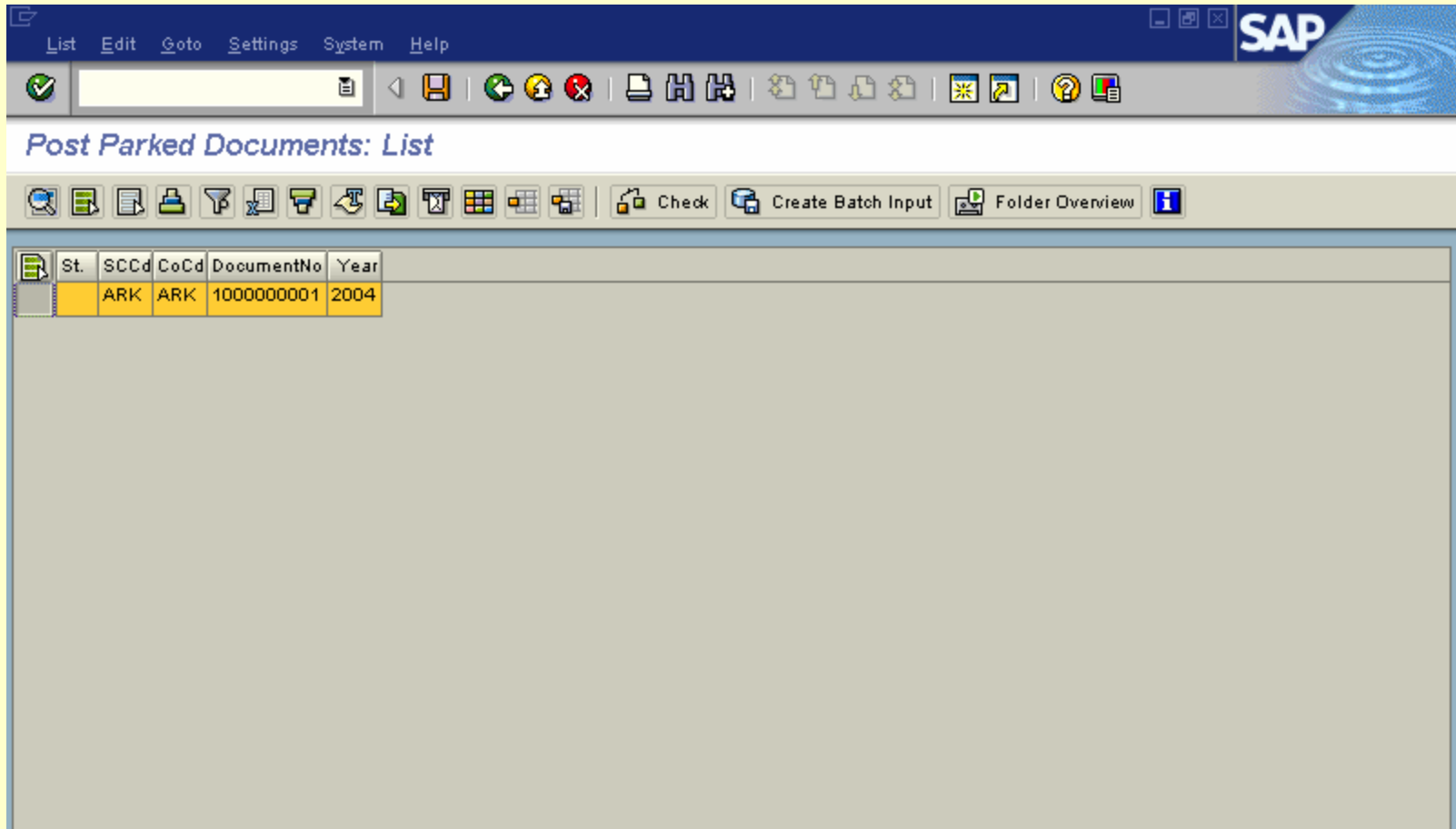
Processing Status

Enter release		to		[Next]
Complete		to		[Next]
Released		to		[Next]

Narrow the selection as desired and execute.



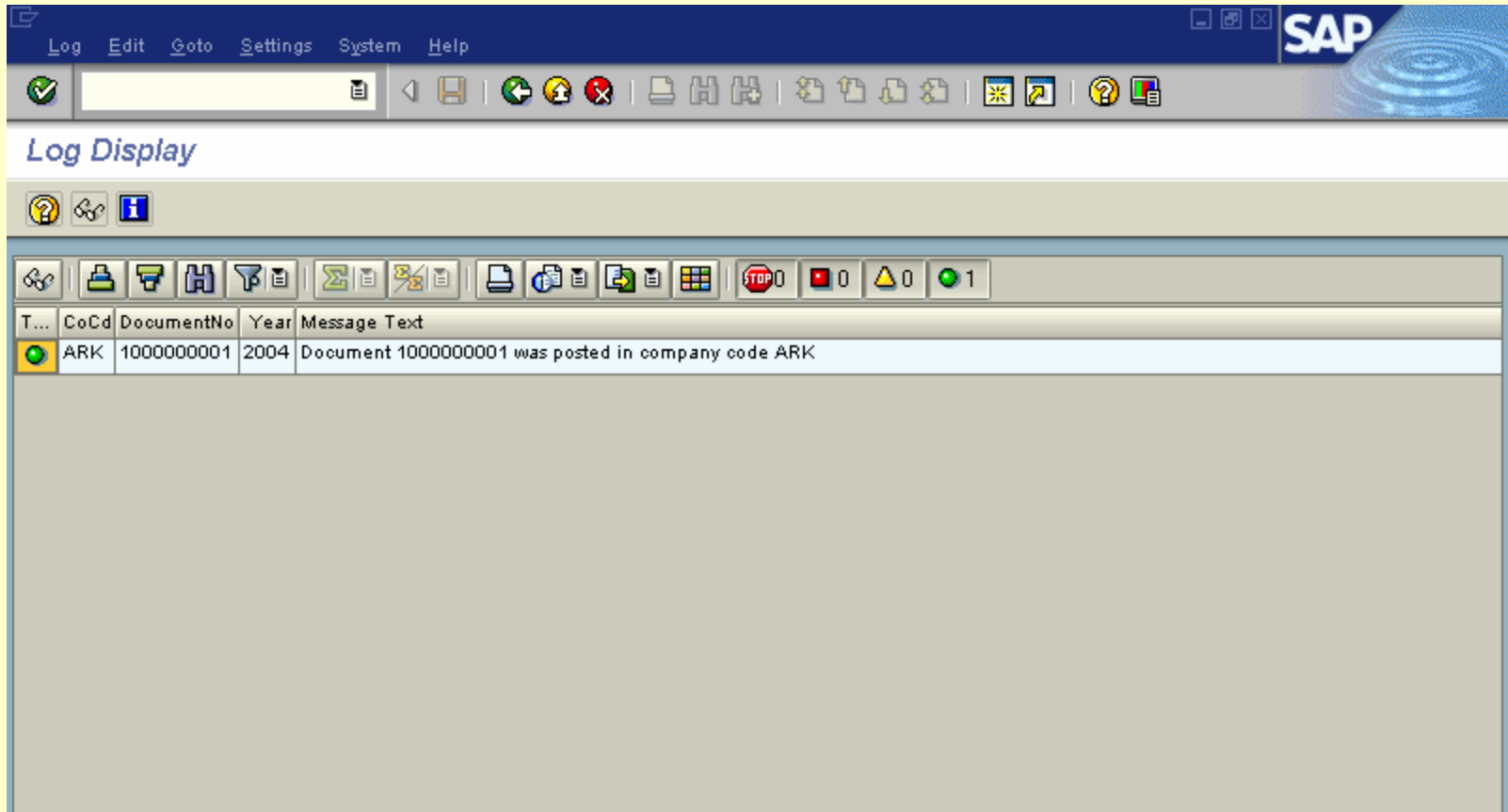
ETR (1) (511) sapetr INS



Select the document that you want to post by clicking the gray box next to the document. The selected document will be highlighted in yellow. You can select multiple documents by clicking while holding down the control key. Post by clicking the diskette icon.







A message will appear, giving the posted document number. Note that the posted document retains the same number it had when it was parked.

